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DDA 84-0046/14
13 April 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 13 April 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None

2. Items/events of interest:

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d. Mr. Harold Vogel, sculptor/designer, added six stars to the Memorial Wall in the main lobby of the Headquarters Building on 10 April 1984. Per instructions from the Director of Personnel, the book will not reflect these additions.

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e. General Services Administration (GSA) advises that a mid-April date for the first construction contract is still good. Final processing is awaiting submission of a subcontractor listing by the George Hyman Construction Company. In the interim, Hyman managers are visiting the site and developing their management plans.

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h. Supplement 10 to the Federal Travel Regulations has been issued by GSA and is effective retroactively to 14 November 1983. The Supplement authorizes increases in HHE and personal effects from 11,000 to 28,000 pounds, increases temporary quarters and subsistence expense coverage from 30 days to 60 days with a 60 day extension, and increases allowable new residence purchase expenses from \$5,000 to \$7,500. It does not, however, deal with the most important change regarding reimbursement for income tax liability and contracting with third party relocation services. GSA hopes to publish guidance and policy on these items in the next several weeks.

i. The Contract and Allowances Division, OP, has now received all the January listings of annuitants from the Directorates identifying candidates from the Inactive Reserve Program. A total of individuals have been identified: The lists have been delivered to the Special Activities Staff, OS, and the Office of Medical Services for their clearances before contacting the individuals.

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j. The Office of Personnel will save \$13,000 per year in mailing costs as a result of the redesign of the Agency's Personal History Statement (employment application). The mailing cost for the new package is \$.73 versus \$1.23 for the old package.

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k. Recent advertisements for Security Officers placed in The Washington Post, The Chicago Tribune, The Los Angeles Times, and The Boston Globe have resulted in excess of 1,000 responses. The responses from the Chicago area were particularly strong, with over 450 respondents from that area alone.



n. Three representatives from the Office of Training and Education (OTE) met with the Deputy Director for Science and Technology (DDS&T) to discuss the proposed needs survey. The survey constitutes the first step in determining the Directorate's overall training needs as well as OTE's capabilities for response. The DDS&T was very supportive, and he promised to detail an officer to assist with the survey and with related curriculum design for the period of 1 June to 1 December 1984.

3. Significant activities anticipated during the coming week:

None.



Harry E. Fitzwater

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